



WILLIAM T FUJIOKA
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

February 17, 2009

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**PUBLIC LIBRARY: ACCEPT A MULTI-YEAR GRANT AWARD FROM FIRST 5 LA
FOR THE EXPANSION OF THE FAMILY PLACE LIBRARIES PROGRAM,
ESTABLISH CAPITAL PROJECT, APPROVE PROJECT BUDGET AND THE
RELATED BUDGET ADJUSTMENT
CAPITAL PROJECT NO. 87054
(ALL DISTRICTS) (4 VOTES)**

SUBJECT

The Public Library is recommending that the Board accept a multi-year grant award of up to \$1,011,000 from First 5 LA to expand the Family Place Libraries program in Los Angeles County over a period of five fiscal years, and to establish a capital project for the Carson Library Meeting Room Refurbishment project.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that the refurbishment of the Carson Library meeting room is categorically exempt from the provisions of the California Environmental Quality Act for the reasons stated in this Board letter and in the project files.
2. Accept a multi-year grant award from First 5 LA in the amount of up to \$1,011,000 to implement a Family Place program in at least ten and up to 20 County libraries at an estimated cost of \$855,000 over a period of five fiscal years, and refurbish the Carson Library meeting room in Fiscal Year 2008-09 at an estimated cost of \$156,000 for use as a state-wide Family Place training center.

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

"To Enrich Lives Through Effective And Caring Service"

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Intra-County Correspondence Sent Electronically Only**

3. Authorize and delegate authority to the County Librarian for the full duration of the grant project, beginning on the day of your Board's approval for Fiscal Year 2008-09 through Fiscal Year 2012-13, to execute any documents and agreements, once approved by County Counsel, related to the acceptance and use of the grant funds, to expend the grants funds as necessary for the completion of the project, and to meet the conditions of the grant award.
4. Establish the Carson Library Meeting Room Refurbishment project, Capital Project No. 87054, at a total budget of \$156,000.
5. Approve the appropriation adjustment to fund Capital Project No. 87054 using \$156,000 of the grant award. The appropriation adjustment increases the revenue and appropriation for buildings and improvements to support the Public Library's refurbishment costs.
6. Authorize the Public Library and the Internal Services Department to proceed with the completion and delivery of the refurbishment project.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

First 5 LA is a child-advocacy organization created by California voters by passing Proposition 10 in 1998. Proposition 10 established a 50-cent-per-pack tax on tobacco products that generates approximately \$700 million a year to be invested in the healthy development of California's children from prenatal to age 5.

The Public Library is recommending Board acceptance of a multi-year grant award of up to \$1,011,000 from First 5 LA to expand the Family Place Libraries program in Los Angeles County. Family Place expands the traditional role of Children's Services by providing information on good health, early learning, parental involvement, and access to supportive community services, all of which are important in young children's growth and development. There are currently 26 County libraries with a Family Place program.

Approval of the recommended actions will allow the Public Library to implement additional Family Place programs in at least ten and up to 20 County libraries over the next five years. First 5 LA has not yet selected the 20 Family Place locations. However, First 5 LA has committed to place ten Family Place sites in County libraries. Depending on the selection process used by First 5 LA, the remaining ten sites may be in County libraries, or in city or independent jurisdiction libraries.

Approval of the recommended actions will also allow the Public Library to refurbish the Carson Library meeting room for use as a Family Place training center. The California State Library, in consultation with Public Library staff, has selected the Carson Library as the Family Place training center for all libraries in California. When the center is completed, Public Library staff will receive training in Carson rather than having to travel to New York.

In Fiscal Year 2008-09, Internal Services Department (ISD) will refurbish the Carson Library meeting room through a Job Order Contract (JOC). The project scope includes installation of new carpet and tiles, painting, lighting upgrades, cabinetry work, and refurbishment of the meeting room kitchen.

Implementation of Strategic Plan Goals

Approval of the recommended actions is consistent with the County's Strategic Plan Goals in the areas of Service Excellence (Goal 1), Fiscal Responsibility (Goal 4), and Children and Families' Well-Being (Goal 5).

FISCAL IMPACT/FINANCING

Of the total grant award of \$1,011,000, \$855,000 will be used over the next five years to fund the implementation of a Family Place program in at least ten and up to 20 County libraries. The grant amount for each library is \$42,750, which will cover the start-up costs for the first year of implementation and ongoing costs for two years. The start-up and ongoing costs include books and other library materials, developmental toys, furniture, printing services, and other necessary services and supplies. The Public Library will receive a minimum of \$427,500 for ten Family Place sites. The Public Library will also receive \$42,750 for each additional Family Place program that may be placed in County libraries through First 5 LA's selection process.

The remaining \$156,000 will be used in Fiscal Year 2008-09 to fund the refurbishment of the Carson Library meeting room for use as a state-wide training center (Attachment A). While First 5 LA grant will fund the physical enhancements to the meeting room, a California State Library Family Place grant will provide new library supplies, equipment, and staffing cost for the training center. It was necessary for First 5 LA to fund the refurbishment project because the funding source of the California State Library grant, which is Federal Library Services and Technology Act (LSTA), prohibits funding of the physical enhancements for the training center.

The Public Library's operating budget has the necessary services and supplies appropriation to cover current year expenditures from this grant award and will utilize existing staff to provide the staff support needed for the implementation and evaluation of

the program. The Public Library will include an adjustment to its revenue and services and supplies appropriation in Fiscal Year 2009-10 and in successive years, to cover future costs incurred over the term of this grant.

Acceptance of this grant award does not require matching funds from the County and does not commit the County to provide ongoing services.

Operation Budget Impact

The renovated Carson Library meeting room will be used as a Family Place training center. The Family Place training center will be provided with library materials and equipment with an estimated value of \$48,349, as in-kind resources, under a federally-funded California State Library grant. The Carson Library will only be required to maintain the training center, and will not require additional staffing. This federally-funded California State Library grant will not be impacted by the current State budget shortfall.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Family Place Libraries is a national program that is intended to transform libraries into community hubs for healthy child and family development, parent and community involvement, and life-long learning, beginning at birth.

This First 5 LA grant period is for five fiscal years, beginning on the day of your Board's approval for Fiscal Year 2008-09 through Fiscal Year 2012-13.

County policy requires that grants be submitted to the Board of Supervisors for acceptance. A Grant Management Statement, which is required when the grant amount is \$100,000 or more is attached (Attachment B).

ENVIRONMENTAL DOCUMENTATION

The refurbishment of the Carson Library meeting room is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15301(a) and Class 1, Subsection (d) of the County of Los Angeles Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, because the project involves minor interior alterations of a building, involving no or negligible expansion of an existing use, including installation of new carpet and tiles, painting, lighting upgrades, cabinetry work, and refurbishment of the meeting room kitchen.

CONTRACTING PROCESS

This authority will allow ISD the ability to procure a JOC contract to complete the proposed Carson Library Meeting Room Refurbishment project.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

This grant award will enable the Public Library to enhance its services and programs for young children, their families and caregivers by creating a family friendly atmosphere in the libraries as well as providing education and community resources to parents and caregivers of children who are 0-3 years old. The Carson Library meeting room will be closed to the public for a period of three to five months while the refurbishment work for the training center is in progress. After the renovation, the public will continue to have access to the meeting room with its enhanced features.

CONCLUSION

Please return an adopted copy of this Board letter to the Chief Executive Office (Capital Projects Division), and to the Public Library.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:MDT:DL
JSE:DJT:AC:zu

Attachments

c: County Counsel
Auditor-Controller
Internal Services Department
Public Library

**ACCEPT A MULTI-YEAR GRANT AWARD FROM FIRST 5 LA
FOR THE EXPANSION OF THE FAMILY PLACE LIBRARIES PROGRAM,
ESTABLISH CAPITAL PROJECT, APPROVE PROJECT BUDGET AND THE RELATED
BUDGET ADJUSTMENT
CAPITAL PROJECT NO. 87054
(ALL DISTRICTS) (4 VOTES)**

I. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date
Design	Not Applicable
Jurisdictional Approvals	Not Applicable
Construction Start	March 2, 2009
Construction Substantial Completion	April 31, 2009

PROJECT BUDGET SUMMARY

Project Activity	Proposed Budget
Land Acquisition	\$ -
Construction	
Low Bid construction Contract	\$ -
Job Order Contract	120,000
Change Orders	6,000
Departmental Crafts	-
Youth Employment	-
Construction Consultants	-
Misc. Expense	-
Telecomm Equip - Affixed to Building	-
Civic Arts	-
Subtotal	\$ 126,000
Programming/Development	\$ -
Plans and Specifications	\$ -
Consultant Services	
Site Planning	\$ -
Hazardous Materials	-
Geotech/Soils Report and Soils Testing	-
Material Testing	-
Cost Estimating	-
Topographic Surveys	-
Construction Management	-
Construction Administration	-
Environmental	-
Move Management	-
Equipment Planning	-
Legal	-
Construction/Change Order	-
Other:	-
Subtotal	\$ -
Miscellaneous Expenditures	\$ -
Jurisdictional Review/Plan Check/Permit	\$ -
County Services	
Code Compliance Inspection	\$ -
Contract Compliance Inspection	-
Design Review	-
Design Services	-
Contract Administration	-
Project Management	-
Project Management Support Services	-
ISD Job Order Contract Management	29,025
DPW Job Order Contract Management	-
ISD ITS Communications	-
Project Security	-
Project Technical Support	-
Office of Affirmative Action	-
County Counsel	975
Other:	-
Sheriff Job Order Contract Management	-
Subtotal	\$ 30,000
TOTAL	\$ 156,000

Los Angeles County Chief Executive Office

Grant Management Statement for Grants \$100,000 or More

Department: Public Library

Grant Project Title and Description

The Family Place grant award of up to \$1,011,000 from First 5 LA will expand the Family Place Libraries Program in Los Angeles County. Family Place Libraries is a national program that is intended to transform libraries into community hubs for healthy child and family development, parent and community involvement, and lifelong learning beginning at birth. This grant award will fund the implementation of a Family Place program in at least ten and up to 20 County libraries over a period of five years at an estimated cost of \$855,000, and the refurbishment of the Carson Library meeting room in Fiscal Year 2008-09 for use as a Family Place training center at an estimated cost of \$156,000.

Funding Agency

First 5 LA

Program (Fed. Grant #/State Bill or Code #)

Not Applicable

Grant Acceptance Deadline

As soon as possible

Total Amount of Grant Funding: up to \$1,011,000

County Match: -0-

Grant Period: Five Fiscal Years

Begin Date: Board
Acceptance Date in
Fiscal Year 2008-09

End Date: June 30, 2013

Number of Personnel Hired Under This Grant: -0-

Full Time: N/A

Part Time: N/A

Obligations Imposed on the County When the Grant Expires

 Will all personnel hired for this program be informed this is a grant-funded program?
Not Applicable

Yes___

No___

 Will all personnel hired for this program be placed on temporary ("N") items?
Not Applicable

Yes___

No___

Is the County obligated to continue this program after the grant expires?

Yes___

No_x_

 If the County is not obligated to continue this program after the grant expires, the
Department will:

a.) Absorb the program cost without reducing other services

Yes___

No_x_

b.) Identify other revenue sources (describe below)

Yes___

No_x_

c.) Eliminate or reduce, as appropriate, positions/program costs funded by the grant.

Yes___

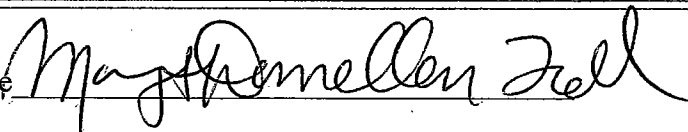
No_x_

Impact of additional personnel on existing space:

Not Applicable

Other requirements not mentioned above: None

Department Head Signature



Date

1/27/09

COUNTY OF LOS ANGELES
REQUEST FOR APPROPRIATION ADJUSTMENTDEPT'S.
No.

DEPARTMENT OF CHIEF EXECUTIVE OFFICE

Jan. 20 09

AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FISCAL YEAR 2008-09

4 - Votes

Financing SourcesFinancing Uses

CAPITAL PROJECTS - PUBLIC LIBRARY

Carson Public Library

A01-CP-94-9711-65044-87054

\$156,000

Non-recurring miscellaneous revenue

Increase revenue

CAPITAL PROJECTS - PUBLIC LIBRARY

Carson Public Library

A01-CP-6014-65044-87054 (NEW) \$156,000

Buildings & Improvements

Increase Appropriation

To establish a new Capital Project Account to support funding received from First Five LA for the purpose of refurbishing the Carson Library meeting room for the Family Place program.

Yolanda De Ramus, Head, Budget & Fiscal Services

CHIEF ADMINISTRATIVE OFFICER'S REPORT

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

22 FEB 17 2009

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICERREFERRED TO THE CHIEF
ADMINISTRATIVE OFFICER FOR—

ACTION

RECOMMENDATION

APPROVED AS REQUESTED

AS REVISED

Feb 2, 2009

2009 Jan 20 2009
CHIEF ADMINISTRATIVE OFFICERAPPROVED (AS REVISED):
BOARD OF SUPERVISORS

20

AUDITOR-CONTROLLER BY

No. 158

Jan 27 2009

BY

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22 of FEB 17, 2009

SEND 6 COPIES TO THE AUDITOR-CONTROLLER